

GRAPHICS DESIGNER

DISTINGUISHING FEATURES

The fundamental reason the Graphics Designer classification exists is to perform professional quality graphics design and illustration work of considerable difficulty within a variety of departments. This classification is non-supervisory classification. Work is performed under general supervision. The Graphics Designer classification is distinguished from a Graphics Design Associate by additional complexity of work and experience required.

ESSENTIAL FUNCTIONS

Prepares varied professional graphics, layout design, commercial art, mapping, and illustration projects.

Maintains and updates the City's geographic information system lease map and various geographic information data overlays.

Plans, organizes and evaluates technical considerations such as specifying, typesetting, photography, graphics, design layout and camera work.

Prepares freehand and computer generated art work, graphics, maps, drawings, lettering, photographs, layout and design work.

Provides creative and graphics-related assistance for publicity campaigns and projects.

Conducts research, determines materials needed, identifies need for contract services, develops specifications, RFPs, and quotes.

Manages projects in progress, prepares status reports, outlines priorities, time and funding constraints, and develops methods and procedures to be used to complete projects.

Determines computer/software needs based on work program and changing technology.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Freehand, photographic, and computer techniques, materials, processes and equipment used in the design and preparation of graphics and commercial art, maps, geographic information system, illustration and publications.

Desktop publishing and computer-aided design hardware and software.

Ability to:

Communicate effectively both orally and in writing using clearly organized thoughts and proper sentence construction.

Operate a computer and a variety of office equipment using continuous and repetitive arm, hand and eye coordination.

Establish and maintain effective working relationships with co-workers, managers and the general public.

Education & Experience

Any combination of education and experience equivalent to 2 years of college coursework in graphic art, journalism, or a related field and at least 2 years of recent and progressively responsible experience in graphic arts, printing and graphics project management.

FLSA Status: Non-exempt

HR Ordinance Status: Classified